

**Minutes**  
**McLean County Unit District No. 5**  
**BOARD OF EDUCATION**  
**Regular Session**  
**October 14, 2009**

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois met in regular session on October 14, 2009 at 6:01 p.m. at the District Office, 1809 W. Hovey Avenue, Normal, Illinois.

**Roll Call**

Members present: Gail Ann Briggs, Wendy Cannell, Scott Lay, Mark Pritchett, John Puzauskas, Jay Reece, and President Meta Mickens-Baker. Members absent: None.

**Closed Session**

At 6:01 p.m., Briggs moved, Pritchett seconded, to adjourn to closed session to discuss the following matters according to the exceptions provided in the "Open Meetings Act" specified as follows:

- Section 2(c)(1) The appointment, employment, discipline, performance, or dismissal of specific employees or legal counsel,
- Section 2(c)(2) Collective negotiating matters with employees or their representatives or deliberations concerning salary schedules for one or more classes of employees,
- Section 2(c)(5) The purchase or lease of real property for use by McLean County Unit District No. 5,
- Section 2(c)(11) Litigation against, affecting or on behalf of McLean County Unit District No. 5 which has been filed and is pending before a court or administrative tribunal, or is probable or is imminent, and
- Section 2(c)(21) Discussion of minutes of meetings lawfully closed.

Roll call: Ayes: Briggs, Cannell, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried**

**Return to Public Session**

At 7:04 p.m., Briggs moved, Puzauskas seconded, to come out of closed session and return to public session. Roll call: Ayes: Briggs, Cannell, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

Also present: Superintendent Gary Niehaus, Assistant Superintendent of Human Resources John Pye, Assistant Superintendent of Human Resources Nate Cunningham, Assistant Superintendent of Curriculum and Instruction Jim Braksick, Chief Financial Officer/Treasurer James Gillmeister, Director of Operations Joe Adelman, Clerk of the Board Donna Evans, Richard Ach of Turner Construction, Dayna Brown, Phyllis Coulter of *The Pantagraph*, Steve Robinson of the *Normalite*, Jon Butler, Jim Fitzpatrick of WJBC, Carol Frericks, Jeff Monahan, Craig Montgomery, Steve Simpson, Energy Education/Manager Bruce Boswell, and others.

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**Focus on Students and Good News Reports**

- IASB Master Board Member Awards Program
  - Gail Ann Briggs
  - Meta Mickens-Baker
  - Mark Pritchett
  - John Puzauskas
- Pepper Ridge Elementary School Social Worker ~ Kim Page

**Public Comments**

The following person addressed the Board:

- Monika Cavanagh, Bloomington, IL ~ Unit 5 Music Department's annual dinner fundraiser

**Action**

Approve Lease Agreement for Additional School Buses

Gillmeister reported on the proposal from Midwest Transit for a nine-month lease for four 77 passenger buses at a total cost of \$39,032. (Attachment #1) Cannell moved, Reece seconded, to approve the lease agreement with Midwest Transit Equipment, Inc. for four additional school buses as recommended. Roll call: Ayes: Briggs, Cannell, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

## **Consent Agenda**

Niehaus reviewed and recommended approval of the Consent Agenda.

### Personnel Matters (Attachment #2)

- Resignations/Retirements/Terminations
- Employment
- Contract Revisions
- Leave Requests

### Payment of Bills and Payrolls (Attachment #3)

#### Approval of Minutes

- August 26, 2009 Closed Session
- August 26, 2009 Public Session
- September 9, 2009 Closed Session
- September 9, 2009 Public Session
- September 16, 2009 Closed Session
- September 16, 2009 Special Session

### Adopt Board Policies, Administrative Procedures and Exhibits (Attachment #4)

#### Amended Policies

- Policy 2.260 Uniform Grievance Procedure
- Policy 4.170 Safety
- Policy 7.30 Student Assignment and Intra-District Transfer

#### New Administrative Procedures

- Administrative Procedure 2.260-AP1 Guidelines for Investigating Complaints and Allegations of Misconduct
- Administrative Procedure 2.260-AP2 Nondiscrimination Coordinator and Complaint Manager
- Administrative Procedure 4.45-AP1 Insufficient Fund Checks
- Administrative Procedure 4.70-AP1 Resource Conservation
- Administrative Procedure 4.170-AP2 Criminal Offender Notification Laws
- Administrative Procedure 4.170-AP3 School Bus Safety Rules

### Approve Request for Overnight Trip (Attachment #5)

- NCWHS baseball tournament

### Approve Contract with Aileen Blomgren for Development of Skyward Administrative Handbook

### Designate October 26-20, 2009 as Red Ribbon Week

### Approve Requests for Donations (Attachment #6)

- Glenn Elementary School ~ Toshiba donation of laptops for 5<sup>th</sup> grade
- Grove Elementary School ~ PTO donation of playground shelter

### Accept re-bid with Carter Paper and Packaging, Inc. for Custodial Paper Supplies (Attachment #7)

### Approve Notification of Contract non-renewal with Accurate Biometrics for District Fingerprinting Services (Attachment #8)

### Approve Renewal of service Agreement with PMA Financial Network for their Financial Planning Program (Attachment #9)

Puzauskas moved, Briggs seconded, to approve the consent agenda as presented. Roll call: Ayes: Briggs, Cannell, Lay, Puzauskas, Reece, Mickens-Baker. Nays: None. Present: Pritchett. **Motion carried.**

## **Reports**

### Construction Update

Richard Ach and Jeff Monahan presented a summary of District construction projects. (Attachment #10) Aerial photographs were reviewed.

### Energy Education Program

Bruce Boswell reported on the four year energy conservation program. (Attachment #11) Discussion included information on the following:

- Percent of savings for District facilities
- Active sites ranked by use per floor area in KBTU/Sq.Ft.
- Savings summary from August 1, 2005 through July 31, 2009
- Savings in energy type - electricity, natural gas, water, and diesel fuel
- Cumulative greenhouse gas reduction equivalents

#### Enrollment Report and Comparison Report

Pye reported on enrollment figures as of September 30, 2009 that reflected a total of 12,890 students. (Attachment #12) He noted that the District had received 31 requests for attendance exceptions for high school students who were affected by redistricting. The deadline for these requests is December 1. Pye reported that the District has hired ten teaching assistants. Class average at the elementary level is at 23.2.

#### Freedom of Information Request

Niehaus reported that the District had received and processed one request for information. (Attachment #13)

- Allred Floor Service Company, Morton IL

#### 1<sup>st</sup> Reading Board Policies

Briggs presented the following policies, procedures, and exhibits for 1<sup>st</sup> reading. These will be scheduled for Board approval at the October 28 meeting with the exception of Policy 4.20 Fund Balances that will be discussed at the Board's retreat November 3.

Amended Policies - Section 4 ~ Operations

- Policy 4.10 Fiscal and Business Management

Amended Policies - Section 5 ~ Personnel

- Policy 5.10 General ~ Equal Employment Opportunity and Minority Recruitment
- Policy 5.20 General ~ Sexual Harassment
- Policy 5.40 General ~ Communicable and Chronic Infectious Disease
- Policy 5.60 General ~ Expenses
- Policy 5.180 General ~ Temporary Illness or Temporary Incapacity
- Policy 5.220 Professional ~ Substitute Teachers

New Policy - Section 4 ~ Operations

- Policy 4.20 Fund Balances

New Administrative Procedures - Section 4 ~ Operations

- Administrative Procedure 4.60-AP1 Purchases
- Administrative Procedure 4.60-AP2 Third Party Non-Instructional Contracts
- Administrative Procedure 4.80-AP1 Checklist for Internal Controls
- Administrative Procedure 4.120-AP1 Food Services
- Administrative Procedure 4.140-AP1 Fines, Fees, and Charges - Waiver of Student Fees
- Administrative Procedure 4.160-AP1 Hazardous and Infectious Materials
- Administrative Procedure 4.170-AP1 Comprehensive Safety and Crisis Program
- Administrative Procedure 4.170-AP4 Emergency Preparedness Response to Homeland Security Codes
- Administrative Procedure 4.170-AP5 Unsafe School Choice Option
- Administrative Procedure 4.180-AP1 School Action Steps for Pandemic Influenza
- Administrative Procedure 4.180-AP2 Pandemic Influenza Surveillance and Reporting

New Administrative Procedures - Section 5 ~ Personnel

- Administrative Procedure 5.10-AP1 General ~ Workplace Accommodations for Nursing Mothers
- Administrative Procedure 5.20-AP1 General ~ Sample Questions for Conducting the Internal Sexual Harassment in the Workplace Investigation
- Administrative Procedure 5.30-AP1 General ~ Job Interviews
- Administrative Procedure 5.30-AP2 General ~ Investigations
- Administrative Procedure 5.60-AP1 General ~ Expenses
- Administrative Procedure 5.220-AP1 Professional ~ Substitute Teachers

New Exhibits - Section 4 ~ Operations

- Exhibit 4.50-E1 School District Payment Order
- Exhibit 4.170-AP6,E2 Automatic External Defibrillator Incident Report

- Exhibit 4.170-E1 Accident or Injury Form
- Exhibit 4.170-E2 Memo to Staff Members Regarding Contacts by Media About a Crisis
- Exhibit 4.170-E5 Annual School Safety Review
- Exhibit 4.170-E6 Informing Parents About Offender Community Notification Laws

#### Board Representative Committee Meeting Reports

- Facilities Review Committee ~ The committee will meet on Friday, October 16.
- Beyond the Books Educational Foundation Board of Directors ~ Several sub-committees have met within the last three weeks. It was noted that a donation of nearly \$12,000 from a former Unit 5 administrator's family trust is forthcoming. Guidelines for grant applications will be on District 87, Unit 5 and the Beyond the Books Educational Foundation's new website <http://www.beyondthebooksbn.org/>.
- Community Connections Committee ~ The next meeting will be held at 10:00 a.m. on October 16. Discussion included the Unit 5 *Pride* publication which was distributed in the October 14 issue of *The Pantagraph*. It was noted that both high schools will have a morning walking program for community members.
- Board Policy Review Committee ~ The committee will meet October 15 at 1:45 p.m.
- IASB Corn Belt Division ~ Board members attended the fall conference at Ridgeview CUSD 19, in Colfax on October 8. Discussion included the IASB Report to the Membership, Response to Intervention, upcoming elections, and the new Freedom of Information Act requirements that will take effect on January 1, 2010. Pritchett will represent Unit 5 at the IASB conference delegate assembly in November. Board members were asked to send any suggestions regarding Resolutions to be considered at the assembly to Pritchett prior to the November 11 Board meeting.
- Wellness Committee ~ The committee will meet October 27 at 4:00 p.m..
- Three-Tiered Busing Committee ~ The committee will meet on Wednesday, October 21 at 6:00 p.m.
- District Core Team ~ The committee met on October 7. Discussion included a District strategic plan . Board members were asked to send any suggestions to Mickens-Baker or Reece. The committee will be meeting four times this year. The next meeting is scheduled for December 3.

#### **Announcements/Comments**

- NCHS will hold their homecoming activities beginning on Friday, October 16 with the homecoming parade and football game.
- A luncheon is scheduled for October 20 at 11:30 a.m. for parent organization presidents. Board members were invited to attend.
- The Economic Development Council will host a breakfast for community leaders on November 5 at the Marriott in downtown Normal. America's Promise Alliance Chair Alma Powell will be the guest speaker and recognize the Promise Council at Pepper Ridge Elementary School.
- The NAACP branch of Bloomington-Normal will host their annual freedom banquet on November 8 at the Parke Hotel and Conference Center.
- The Unit 5 music department's annual spaghetti dinner fundraiser will be held on November 2 at both high schools.
- The District 87 Bloomington High School breakfast and tour of renovations will be held this Friday, October 16.
- Deputy voter registrar training was held on October 13 for District administrators, Board members, and support staff.
- Briggs reported on her participation in the Star Literacy Program held at Fairview Elementary School and noted the program was very well done.
- Board members will continue to visit District facilities with the Superintendent during the lunch hours.
- The National School Board Association annual conference will be held in Chicago this spring.

#### **Adjournment**

The meeting was adjourned at 8:37 p.m.

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**Meta Mickens-Baker, Board of Education President**

**Community Unit School District No. 5  
McLean and Woodford Counties, Illinois**

**ATTEST:**

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**Gail Ann Briggs, Board of Education Secretary**  
**Approved Date: October 28, 2009**